



City of Rockville

MEMORANDUM

August 8, 2008

TO: Planning Commission

THROUGH: David B. Levy, Chief of Long Range Planning and Redevelopment

FROM: Ann Wallas, Planner II, Long Range Planning

SUBJECT: **Briefing on Preparations for 2002 Comprehensive Master Plan Review**

Please refer to our memorandum of July 16, 2008 that provided an overview of the proposed process for reviewing the 2002 Comprehensive Master Plan (2002 CMP), and will form the basis of our briefings to the Planning Commission on **August 13, 2008** and to the Mayor and Council on **September 8, 2008**. This follow-up memorandum is to give an overview of the work done to date, and to request feedback and guidance from the Commission on the proposed process.

Staff Audit - A Technical Review

The Staff Audit was launched with Senior Staff on July 15, 2008. Staff from a range of City departments will work through the Audit process over the summer. Senior Staff will review the outcome of the Audit at a staff Round Table Presentation and Discussion that has now been tentatively scheduled for October 7, 2008.

Senior staff discussed the Goals and Objectives of the 2002 CMP at their meeting on July 29, and is scheduled to return to the topic in October, after the Round Table Presentation and Discussion.

Staff across City Departments have formed into teams to review their sections of the Plan and have been asked to submit their responses to Long Range Planning by September 5. The Planning Department has assigned staff to review sections of the Plan and have scheduled a Land Use Staff Retreat for September 16, 2008. Staff will discuss issues raised by the Land Use review staff together with any land-use related issues that emerge from the City-wide staff audit. A discussion of future critical sites will also be conducted.

Public Involvement/Outreach

CPDS staff continues working with the City's Public Information Office to develop an Outreach Plan for the 2002 CMP Review. A draft plan has been produced that identifies the project team; communications goals; key messages; target audiences, communications partners and stakeholders; communication barriers and a list of tasks to move the project forward. Work is on-going and staff will discuss progress to date, and seek feedback from Commissioners, on August 13, 2008.

Planning Commission Schedule

Please see the updated Project Tracking Sheet (Attachment 1) that outlines the projected schedule for conducting the Review. Staff proposes returning to the Commission in November with an update on the Staff Audit, and again in December with input from the community. The Commission will be able to consider the Review and staff recommendations before deciding in January 2009 whether or not a revision is warranted and, if so, what form it might take. The Commission's decision will then be forwarded to the Mayor and Council for their own review and recommendation to the State.

Attachment:

1. Comprehensive Master Plan Review Project Data Sheet

cc: Susan Swift, Director, CPDS
Jim Wasilak, Chief of Planning, CPDS

Comprehensive Master Plan Review

August 8, 2008

Description: Review Comprehensive Master Plan adopted in November 2002 in accordance with the requirements of Article 66B of the Annotated Code of Maryland.

The Comprehensive Master Plan describes the broad vision for the City's future. It is the core philosophy that directs all development and conservation activities in Rockville. It guides where and in what form development occurs in the community and frames the City's capital improvement projects. It is used to test the appropriateness of both public and private development proposals. During the life of the plan, decisions will be made on land use issues and budget priorities. These decisions will be judged by the extent to which they correspond with the master plan.

Mayor & Council Goal -

Date Created: 11/14/2007

Project Status: Open

Is this a CIP Project: No

Is this project included in the Quarterly Mayor and Council Review Meetings? Pending

Internal Review History:

	Project Team	Department
Manager	Ann Wallas	Community Planning and Development Services
Team Members	Burt Hall David Levy Dwayne Jenkins Jim Wasilak Manisha Tewari Mayra Bayonet PIO Susan Swift	City Manager Finance Information and Technology Police Public Works Recreation and Parks

Is there a budget for this project that is separate from standard operating costs? **Yes**

Funding	FY	FY	FY	FY	FY	Total
Planned	0	0	0	0	0	0
Revised	0	0	0	0	0	0
Expended to Date	0	0	0	0	0	0

LEGEND:

★ - Public Involvement

☞ - Mayor and Council Action

			Tasks and Milestones	START			END		
	★	☞		Planned	Revised	Actual	Planned	Revised	Actual
1	-	-	Memo to CM on initial preparations	03/28/08	-	03/28/08	03/28/08	-	03/28/08
2	-	-	Develop work plan with timeline to complete review and id issues requiring revision	06/16/08	-	06/16/08	07/15/08	-	-
3	-	-	Develop outreach plan.	03/28/08	06/16/08	-	08/15/08	-	-
4	-	-	Brief CM on Staff Audit proposal	07/11/08	-	-	07/11/08	-	-
5	-	-	Brief Senior Staff. Staff	07/15/08	-	-	07/15/08	-	-

			Audit begins.						
6	Y	-	Brief REDI on CMP Review process	07/25/08	-	-	07/25/08	-	-
7	-	-	Senior Staff overview of Goals and Objectives	07/29/08	-	-	07/29/08	-	-
8	-	-	Convene CMP Review Communications Team	07/30/08	-	-	01/09/09	-	-
9	-	-	Develop CMP logo	07/30/08	-	-	08/15/08	-	-
10	-	-	Develop CMP Website	07/30/08	-	-	01/09/09	-	-
11	Y	-	Develop a series of short informational pieces for TRC 11	07/30/08	-	-	09/30/08	-	-
12	Y	-	Prepare for Rockville Reports, Press Releases etc.	07/30/08	-	-	01/09/09	-	-
13	Y	-	Brief Planning Commission on Staff Audit Process and public outreach preparations	08/13/08	-	-	08/13/08	-	-
14	Y	-	Community Outreach: To announce CMP Review process.	08/18/08	-	-	09/12/08	-	-
15	Y	-	Brief Historic District Commission	08/21/08	-	-	08/21/08	-	-
16	Y	-	Brief Traffic and Transportation Commission	08/26/08	-	-	08/26/08	-	-
17	-	-	Part 1: Initial Review 2002 CMP - Staff Audit due to CPDS	09/05/08	-	-	09/05/08	-	-
18	Y	-	Brief Mayor and Council on Staff Audit Process and preparations for public outreach	09/08/08	-	-	09/08/08	-	-
19	Y	-	Brief Commission on the Environment	09/09/08	-	-	09/09/08	-	-
20	Y	-	Brief Cultural Arts Commission	09/10/08	-	-	09/10/08	-	-
21	Y	-	Brief Senior Citizens Commission	09/18/08	-	-	09/18/08	-	-
22	-	-	Staff Audit Description of Existing Conditions due to CPDS	09/19/08	-	-	09/19/08	-	-
23	Y	-	Brief Recreation and Parks Advisory Board	09/25/08	-	-	09/25/08	-	-
24	-	-	Senior Staff Round Table presentations and discussion	09/30/08	10/07/08	-	09/30/08	10/07/08	-
25	-	-	Senior Staff discuss Goals and Objectives	10/07/08	10/14/08	-	10/07/08	10/14/08	-
26	-	-	CPDS produce summary of Staff Audit	10/10/08	10/24/08	-	10/10/08	10/24/08	-
27	Y	-	Brief Planning Commission on results of Staff Audit. Staff	10/22/08	11/05/08	-	10/22/08	11/05/08	-

			presentation and Q&A. Invite Boards and Commissions						
28	Y	-	Community Outreach via listserve and community meetings	10/23/08	11/06/08	-	11/19/08	12/12/08	-
29	Y	-	Commission for the Environment	11/11/08	-	-	11/11/08	-	-
30	Y	-	Cultural Arts Commission	11/12/08	-	-	-	-	-
31	Y	-	Planning Commission Worksession. Discuss Staff Audit.	11/19/08	-	-	11/19/08	-	-
32	Y	-	Historic District Commission	11/20/08	-	-	11/20/08	-	-
33	Y	-	Senior Citizens Commission	11/20/08	-	-	11/20/08	-	-
34	Y	-	Traffic and Transportation Commission	11/25/08	-	-	11/25/08	-	-
35	Y	-	Recreation and Parks Advisory Board	12/04/08	-	-	12/04/08	-	-
36	Y	-	Planning Commission. Discuss Staff Audit and community input	12/17/08	-	-	12/17/08	-	-
37	Y	-	Planning Commission decide if CMP revision is warranted. Minor Revision (update/reorder) or Major Revision	01/14/09	-	-	01/14/09	-	-
38	Y	Y	Mayor and Council review Planning Commission recommendation	01/26/09	-	-	01/26/09	-	-
39	-	-	-	-	-	-	-	-	-

LEGEND:

★ - Public Involvement

☞ - Mayor and Council Action

Notes



City of Rockville

MEMORANDUM

July 16, 2008

TO: Mayor and Council and Planning Commission

THROUGH: Scott Ullery, City Manager
Susan Swift, Director CPDS

FROM: Ann Wallas, Planner II, Long Range Planning
David B. Levy, Chief of Long Range Planning and Redevelopment

SUBJECT: **Initial Preparations for Review of the Comprehensive Master Plan**

This memorandum provides an overview of the proposed process for reviewing the 2002 Comprehensive Master Plan, in preparation for briefings of the Planning Commission on **August 13, 2008** and of the Mayor and Council on **September 8, 2008**.

Background

The City approved and adopted the Comprehensive Master Plan (CMP) on November 12, 2002, Article 66B of the State Code requires that each jurisdiction must review and, if necessary, revise its comprehensive plan every six years. (Attachment 1)

This memo outlines the review and revision process required by Article 66B and includes a list of CMP elements that are required by the law, together with elements that are recommended, but not required. It is important to note that the law requires a **review** of the CMP, as a precursor to a **revision**, and the first portion of this memo lays out staff suggestions for proceeding with the review. The law does not specify that revisions should be made by the six-year date, i.e. November 12, 2008, but the Maryland Department of Planning has indicated that the City should be able to demonstrate that the process is in progress.

There is, however, one firm deadline: House Bill 1141 in the 2006 State Legislative Session required that all local jurisdictions must add Municipal Growth and Water Resources elements, supported by a Development Capacity Analysis, to their Master Plans. Two six-month extensions are possible, if progress can be demonstrated. Failure to complete these two elements in a timely manner could lead to a withholding of State funds.

Article 66B specifies that the Planning Commission shall make and approve a Plan for the jurisdiction, which it recommends to the Mayor and Council for adoption. The formal review process requires the Planning Commission to evaluate the existing CMP and determine whether or not it should be revised. If the Commission finds that no revision is needed, the Mayor and Council reviews the Planning Commission's recommendation, and if they agree, adopt a resolution that no changes are to be made. A copy of the resolution is sent to the Maryland Department of Planning. If, instead, the Planning Commission finds that the CMP needs revision then it proceeds through the eight-step process outlined later in this memo.

Recommended Process for Reviewing the Comprehensive Master Plan

The State guidelines on CMP review (Attachment 2) recommend that the review process include the Mayor and Council, the Planning Commission, staff and citizens. In addition, a special advisory group may be appointed and/or outside technical advice sought. The Planning Commission acted as advisor and guide throughout the 2002 CMP process, and staff recommends that it serve that function again.

Staff Technical Review (Staff Audit)

CPDS staff has recommended to the City Manager and Senior Staff that the first step in the Review process should be a Staff Technical Review (Staff Audit) of the existing plan. The Staff Audit was introduced to Senior Staff on July 15, 2008. Staff from a range of City departments will work through the Audit process over the summer. Senior Staff will review the outcome of the Audit at a staff Round Table Presentation and Discussion that has been tentatively scheduled for September 30, 2008. A goal is that the Staff Audit portion of the CMP Review be completed before the 2010 budget process begins, so that the Audit can inform the budget process.

There are two parts to the Staff Audit of the CMP Review:

1. Review of Text and Recommendations: Staff will conduct an Audit of those portions of the 2002 CMP that relate to their work. A number of the staff assigned to the Audit were instrumental in the creation of the 2002 CMP and are familiar with its content. The core task is to review the text to determine how relevant the descriptions and recommendations are, six years later.
2. A Description of Existing Conditions: This component will be a quantitative statement of the relevant CMP element. The information will, wherever possible, be presented in tables and charts with a minimum of narrative and include, where possible, relevant historical data. This Description will serve as baseline information if the CMP is revised. It should also be helpful in the upcoming budget discussions and future versions of the Strategic Scan.

In order to facilitate these components, staff has been provided with the following:

- Copies of the 2002 CMP (Attachment 1)
- Managing Maryland's Growth Revisiting the Comprehensive Plan: The Six-Year Review (Attachment 2)
- Instructions for the audit process (Attachment 3)
- A *CMP Staff Audit Matrix* that lists the Plan elements, where those elements can be found in the 2002 CMP, recent City initiatives, and the staff members likely to be assigned to review each element. Departments will update these last two components. (Attachment 4)
- A series of "Frequently Asked Question," to help facilitate discussion. (Attachment 5)

Once the Audit is complete, CPDS staff will compile an audit report, which is scheduled for presentation to the Planning Commission on October 22, 2008. Staff proposes that the Planning Commission review and discuss the results of the Staff Audit and community feedback (see below) before deciding whether a revision of the 2002 CMP is needed and, if revision is needed, how extensive it should be. The Planning Commission will convey their recommendation to the Mayor and Council, which will make the final decision on whether, and how much of, a revision is required. The Mayor and Council will report its decision to the State.

Public Involvement

A public outreach plan is being developed with the assistance of the Public Information Office (PIO) and Neighborhood Resources Division. The initial focus will be on outreach through the Planning Commission, Mayor and Council, the Boards and Commissions, TRC11, a CMP Web site, Rockville Reports and the City's citizen and homeowner association networks. Once the technical Staff Audit is complete, citizen input will be actively solicited.

A CMP Review Project Tracking sheet has been prepared, which identifies the target dates for briefing the various Boards and Commissions and for outreach to the community, together with other significant milestones. (Attachment 5)

The Three "New" Elements

Whether or not revision is determined to be necessary, staff will need to complete work on the Development Capacity Analysis, Municipal Growth and Water Resources elements of the CMP by October 2009. The Development Capacity Analysis acts as the foundation of both the Municipal Growth and Water Resources elements and will be central to all future planning efforts. Planning staff is working together with Public Works staff to complete these elements in a process that will run parallel with the Staff Audit for the next few months.

Comprehensive Master Plan Revision

If the Planning Commission finds that the CMP needs revision, then it proceeds through the eight-step process outlined below. This process is required by Article 66B: the City has

chosen to expand upon these guidelines in previous Plans - especially in the areas of public participation and notification - and could choose to do so again. The steps below can be found on page 17 of “Managing Maryland’s Growth Revisiting the Comprehensive Plan: The Six Year Review”, a publication that gives an overview of the entire process. (Attachment 2)

- Step 1: Planning Commission directs or conducts studies and analyses on the issues identified.
- Step 2: After reviewing the research, the Commission directs or prepares the necessary Plan amendments.
- Step 3: Plan amendments are referred to State agencies and all adjoining planning jurisdictions at least 60 days prior to the public hearing.
- Step 4: Planning Commission holds at least one advertised public hearing.
- Step 5: Commission recommends adoption of the proposed Plan amendments by resolution to the local elected officials.
- Step 6: Elected officials consider the Planning Commission’s recommendation at a regularly scheduled meeting or following their own public hearing.
- Step 7: Elected officials adopt the Plan amendments, in whole or in part, as submitted by the Commission, or return to the Plan to the Commission for further consideration.
- Step 8: Forward adopted Plan elements to the Maryland Department of Planning’s depository library.

Comprehensive Master Plan – Substantive Areas

Rockville’s 2002 CMP addressed all elements required by Article 66B, although the document was not organized by State-required elements. The 2002 CMP also included many optional components, whether or not listed by the State.

Required Comprehensive Plan elements include:

- Goals and Objectives
- Land Use
- Transportation
- Community Facilities
- Mineral Resources – if current geological information is available.
- Development Regulations
- Areas of Critical State Concern
- Sensitive Areas (i.e. streams and their buffers, the 100-year floodplain, steep slopes, wetlands etc.)

- Fisheries (for jurisdictions located on tidal waters – so not applicable to Rockville)
- Implementation

Article 66B gives jurisdictions the authority, but does not require them, to include elements such as (but not limited to):

- Community Renewal
- Housing
- Flood Control
- Pollution Control
- Conservation
- Natural Resources
- Public Utilities
- Transit and Pedestrian Oriented Development

All of these topics were addressed in some way in the 2002 CMP, though not necessarily using the same section headings as used in Article 66B.

In addition, the CMP is required to include any areas outside the jurisdiction's boundaries that could have a bearing on the Planning Commission's responsibilities, which relates to the three new required components of the CMP:

- Development Capacity Analysis
- Municipal Growth Element
- Water Resources Element

Lastly, the CMP is required to encourage economic growth and the protection of natural resources by incorporating the eight visions laid out in 3.06(b) of Article 66B:

1. Development is concentrated in suitable areas.
2. Sensitive areas are protected.
3. In rural areas, growth is directed to existing population centers and resource areas are protected. (Not applicable to Rockville)
4. Stewardship of the Chesapeake Bay and the land is a universal ethic.
5. Conservation of resources, including a reduction in resource consumption, is practiced.
6. To assure the achievement of items (1) through (5) of this section, economic growth is encouraged and regulatory mechanisms are streamlined.
7. Adequate public facilities and infrastructure under the control of the county or municipal corporation are available or planned in areas where growth is to occur.
8. Funding mechanisms area addressed to achieve these Visions.

Attachments:

1. City of Rockville Comprehensive Master Plan – Approved and Adopted November 12, 2008

2. Managing Maryland's Growth Revisiting the Comprehensive Plan: The Six-Year Review
3. 2002 CMP Review – Directions for Staff Audit
4. CMP Review – Staff Audit Matrix
5. CMP Staff Audit Q & A
6. CMP Review Project Tracking Sheet

cc: Senior Staff
Jim Wasilak, Chief of Planning
Mark Charles, Chief of Environmental Management
Sally Sternbach, Executive Director, REDI
Faith Klareich, Chair, Environment Commission
Elizabeth Crane, Chair, Traffic and Transportation Commission
Craig Moloney, Chair Pro Tem, Historic District Commission
Sarah Duffy, Chair, Human Services Advisory Commission
Ciriaco Gonzales, Chair, Senior Citizens Commission
Kate Savage, Chair, Recreation and Park Advisory Board
Steven Marr, Chair, Rockville Housing Enterprises Board of Directors
John Moser, Chair, Cultural Arts Commission
Alan Sternstein, Chair, Board of Appeals
Robert Turner, Chair, Sign Review Board



**City of Rockville
2002 Comprehensive Master Plan (CMP) Review
Directions for Staff Audit**

Plan Element: (e.g., Land Use)

2002 CMP Chapter Reference(s): (e.g., Chapters 2,3,11,12)

Assigned To: (e.g., Wasilak/Levy)

Part 1: Initial Review of 2002 CMP – Staff Audit

Date Due: *September 5, 2008*

Instructions:

- Select “Point Person” for the CMP Review process and assemble staff review team.
- Advise any relevant Board or Commission of the Staff Audit.
- Team members should read the relevant portions of the 2002 CMP and answer the following:
 - How accurately does the 2002 CMP text reflect current conditions?
 - What relevant documents/plans does your Department currently operate under or administer?
- After reviewing the relevant portions of the 2002 CMP, answer the following four questions:
 - Which of the Recommendations have been implemented?
 - Which of the Recommendations have not been implemented but still should be? Why have they not been implemented?
 - Which of the Recommendations have not been implemented and should not be? Why?
 - What is missing?

Part 2: Description of Existing Conditions

Date Due: *September 19, 2008*

Instructions:

Please provide a Description of Existing Conditions relevant to your section. The Description should be quantitative. For example, Traffic and Transportation Division might list roadway types and the number of miles of road within each type; miles of sidewalk; number of pedestrian crossings; number of signalized pedestrian crossings etc. The information should be presented in tables and charts with a minimum of narrative. It should show current data and, wherever possible, comparable historical data.

Part 3: Senior Staff “Round Table” Presentations and Discussion

Date: *October 7, 2008. 10.00 a.m. Mayor and Council Chambers*

Questions? Call Ann Wallas (8205) or David Levy (8272)

COMPREHENSIVE MASTER PLAN REVIEW – STAFF AUDIT MATRIX

Article 66B requirements	2002 CMP	City Initiatives	Comments:	Assign to:
n.b. Each element of the CMP interacts with other elements - Long Range Planning Staff will therefore play an integrative role in the CMP Review Process.				
Article 66B requires that a Comprehensive Plan include the following elements:				
Goals and Objectives	Chapters 1, 11 and 12.	M&C Visions, 2008 Strategic Scan, Dec. 2007 Strategy for a Sustainable Rockville Community Survey, Spring 2007		Scott Ullery Catherine Tuck Parrish Senior Staff David Levy Ann Wallas
Land Use	Chapters 2, 3, 11 and 12	Town Center Master Plan East Rockville NP Lincoln Park NP Draft Twinbrook NP Draft Rockville Pike Plan M&C Visions, 2008	Review Critical Areas ID new critical areas (Integrate with Municipal Growth Element?)	David Levy Ann Wallas Jim Wasilak Planning staff ISD Craig Daly
Transportation	Chapters 4, 11 and 12	On-going Transportation CIPs Speed Cameras Rockville Pike Plan On-going Town Center analysis Pedestrian Safety M&C Visions, 2008		Emad Elshafei Terry Treshuk Mark Charles
Community Facilities	Chapters 6, 7, 11 and 12	PROSP Plan Process Recreation and Parks CIP Parks Acquisition Plan Cultural Arts Plan M&C Visions, 2008	(Integrate w/Municipal Growth Element?) Public Safety Police, Fire and Rescue. MCPS, MC Library, Montgomery College	Burt Hall Terry Treshuk Mike Cannon Charles Baker Craig Daly Lise Soukup David Levy/AW

COMPREHENSIVE MASTER PLAN REVIEW – STAFF AUDIT MATRIX

Article 66B requirements	2002 CMP	City Initiatives	Comments:	Assign to:
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n.b. Each element of the CMP interacts with other elements - Long Range Planning Staff will therefore play an integrative role in the CMP Review Process.

Mineral Resources			If current geological information is available. (Check with State?)	? Check w/MDP
Development Regulations	Chapters 2-4, 9, 11 and 12	Draft Zoning Ordinance Green Building Program APFO M&C Visions, 2008		Deane Mellander Jim Wasilak ISD John Hollida Rebecca Torma David Levy Ann Wallas
Areas of Critical State Concern	Chapters 4, 5, 11 and 12	Town Center Master Plan Rockville Pike Plan Environmental Guidelines Water Quality Protection Ordinance M&C Visions, 2008	MD DoT: SHA, MDT (Roads, MARC etc.) MD DNR: (Environmental features: vernal pools, ephemeral streams etc.)	Mark Charles Emad Elshafei Burt Hall Lise Soukup Nazar Saleh David Levy Ann Wallas
Sensitive Areas	Chapters 5, 11 and 12	Environmental Guidelines Water Quality Protection Ordinance M&C Visions, 2008	Streams and their buffers, 100-year floodplain, steep slopes, wetlands etc. Forests	Mark Charles Susan Straus Lise Soukup Burt Hall
Fisheries	n/a	Not applicable to Rockville. (No tidal waters)		Not applicable.
Implementation	Embedded throughout 2002 CMP	East Rockville NP Lincoln Park NP Draft Twinbrook NP M&C Visions, 2008	Extract implementation recommendations and review.	Nancy Williams Carrie Sanders David Levy Ann Wallas

COMPREHENSIVE MASTER PLAN REVIEW – STAFF AUDIT MATRIX

Article 66B requirements	2002 CMP	City Initiatives	Comments:	Assign to:
n.b. Each element of the CMP interacts with other elements - Long Range Planning Staff will therefore play an integrative role in the CMP Review Process.				
Article 66B gives jurisdictions the authority, but does not require them , to include elements such as (but not limited to):				
Historic Preservation	Chapters 8, 11 and 12	Update of Historic Buildings Catalog Recent Past Initiative M&C Visions, 2008	Included in 2002 CMP	Cindy Kebba Jeff Winstel Jim Wasilak
Economic Development	Chapter 12	Town Square REDI M&C Visions, 2008	Included in 2002 CMP	REDI Scott Ullery Catherine Tuck Parrish Gavin Cohen David Levy
Fiscal Impact	Embedded throughout 2002 CMP	Revised Budget Process Financial Policies Impact Fee Study M&C Visions, 2008	Consider with implementation issues.	Gavin Cohen Scott Ullery Catherine Tuck Parrish David Levy
Community Renewal	Chapters 9, 10, 11 and 12	East of 355 Initiatives M&C Visions, 2008		Ed Duffy Catherine Tuck Parrish Jenny Kimball Terry Treschuk Emad Elshafei Jeff Winstel David Levy Ann Wallas

Administrator

8/11/2008

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COMPREHENSIVE MASTER PLAN REVIEW – STAFF AUDIT MATRIX

Article 66B requirements	2002 CMP	City Initiatives	Comments:	Assign to:
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Housing	Chapters 10, 11 and 12	Community Survey, Spring 2007 M&C Visions, 2008		Ed Duffy Tom Howley Ruth O'Sullivan Whitney Coleman David Levy Ann Wallas
Flood Control	Chapters 5, 6, 11 and 12	Storm Water Management and Sediment Control. Ch 19 City Code. M&C Visions, 2008		Susan Straus Mark Charles Lise Soukup
Pollution Control	Chapters 5, 6, 11 and 12	Water Quality Protection Ordinance M&C Visions, 2008	Point + mobile source pollutants – air, noise etc.	Mark Charles Susan Straus Lise Soukup
Conservation	Chapters 5, 11 and 12	Forest and Tree Preservation Ordinance M&C Visions, 2008		Mark Charles Burt Hall
Natural Resources	Chapters 5, 11 and 12	Storm Water Management and Sediment Control. Water Quality Protection Forest and Tree Preservation Wildlife Policies M&C Visions, 2008		Mark Charles Susan Straus Lise Soukup Burt Hall
Public Utilities	Chapters 9, 11 and 12	Water/Sewer policies and plans Refuse/Recycling policies M&C Visions, 2008	Pepco Washington Gas Telephone, Cable, Wifi etc.	Susan Straus Mark Charles Mike Cannon Doug Breisch Gavin Cohen John Hollida

COMPREHENSIVE MASTER PLAN REVIEW – STAFF AUDIT MATRIX

Article 66B requirements	2002 CMP	City Initiatives	Comments:	Assign to:
n.b. Each element of the CMP interacts with other elements - Long Range Planning Staff will therefore play an integrative role in the CMP Review Process.				
Transit and Pedestrian Oriented Development	Chapters 2, 3, 4, 11 and 12	Town Center Master Plan Rockville Pike Plan M&C Visions, 2008	Twinbrook Station Rockville Metro/ WMATA	David Levy Ann Wallas Jim Wasilak Rebecca Torma
In addition the CMP is required to include any areas outside the boundaries that could have a bearing on the Commission responsibilities. The CMP is also required to include:	Chapters 3, 11 and 12		Include in Municipal Growth Element.	David Levy Ann Wallas Manisha Tewari
Development Capacity Analysis	Chapters 2, 3, 11 and 12	COG Round 7.2 August 2008 Impact Fee Study		Manisha Tewari Susan Straus Dan Seo David Levy Ann Wallas
Municipal Growth Element	Chapters 3, 11 and 12		New. By October 2009, integrate with Land Use and Community Facilities elements.	David Levy Ann Wallas Manisha Tewari Craig Daly
Water Resources Element	Chapters 5, 6, 7, 11 and 12	Consultant Studies: Capacity of Plant etc.	New. By October 2009 Storm Water Management and Sediment Control. Water Quality Protection Forest and Tree Preservation	Mark Charles Susan Straus Lise Soukup Craig Daly David Levy Manisha Tewari Ann Wallas

COMPREHENSIVE MASTER PLAN REVIEW – STAFF AUDIT MATRIX

Article 66B requirements	2002 CMP	City Initiatives	Comments:	Assign to:
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Review of Rockville's COMPREHENSIVE MASTER PLAN

Staff Audit Q & A

What is the Comprehensive Master Plan and why is it important?

The Comprehensive Master Plan (CMP) describes the broad vision for the City's future. It provides the core philosophy that directs all development and conservation activities in Rockville. It guides where and in what form development occurs in the community and frames the City's capital improvement projects.

The CMP is used to test the appropriateness of both public and private development proposals. During the life of the plan, decisions will be made on land use issues and budget priorities. These decisions will be judged by the extent to which they correspond with the master plan.

Why are we doing this now?

The City approved and adopted the CMP on November 12, 2002. Article 66B of the State Code requires that each jurisdiction review its CMP every six years and, if necessary, make revisions.

Why is City staff in many Departments being asked to participate?

The goals, policies and recommendations required and outlined in the CMP touch almost every aspect of the City's work.

What is involved?

There are two parts to the staff audit of the CMP Review:

1. Staff will be asked to conduct an Audit of those portions of the 2002 CMP that relate to their work. A number of the staff assigned to the Audit will have been instrumental in the creation of the 2002 CMP and should be familiar with its content.
2. A Description of Existing Conditions: this component should be a quantitative statement of the relevant CMP element. The information should be presented in tables and charts with a minimum of narrative and include, where possible, relevant historical data. This Description will serve as baseline information if the CMP is revised. It should also be helpful in the upcoming budget discussions and future versions of the Strategic Scan.

In order to facilitate these components, staff will be provided with:

- Copies of the 2002 CMP
- Instructions for the audit process
- A *CMP Staff Audit Matrix* that lists the Plan elements, where those elements can be found in the 2002 CMP, recent City initiatives, and the staff members likely to be assigned to review each element. Departments will update these last two components.

The 2002 CMP is also available on-line, at <http://www.rockvillemd.gov/masterplan/index.html>. Staff can download the entire document or relevant sections for review. All of these documents will be available on I-Rock under the CPDS link.

What about public involvement?

A public outreach plan is being developed with the assistance of the PIO and Neighborhood Resources Division. The initial focus will be on outreach through the Planning Commission, Mayor and Council, the Boards and Commissions, TRC11, a CMP Web site, Rockville Reports and the City's citizen and homeowner association networks. Once the Staff Audit is complete, citizen input will be actively solicited.

What is the timetable?

The Staff Audit will begin on July 15, 2008. Senior Staff will review the outcome of the Audit and Description of Existing Conditions at a Round Table Presentation and Discussion, which has been tentatively scheduled for September 30, 2008. A goal is that the Staff Audit portion of the CMP Review be completed before the 2010 budget process begins, so that the Audit can inform the budget process.

Will we revise the Plan?

The Planning Commission will review and discuss the results of the Staff Audit and community feedback and will make their judgment on whether a revision of the 2002 CMP is needed and, if revision is needed, how extensive it should be. The Planning Commission will convey their recommendation to the Mayor and Council, which will make the final decision on whether, and how much of, a revision is required. The Mayor and Council will report its decision to the State.

What about the "new" elements?

The State is requiring all jurisdictions covered by Article 66B to complete three new plan elements by October 2009. These are a Development Capacity Analysis, a Municipal Growth Element and a Water Resources Element. Planning staff is working together with Public Works staff to complete these elements in a process that will run parallel with the Staff Audit, for the next few months.

Will we use consultants?

Not for the CMP Review process. If the Mayor and Council directs there to be a revision, it may be appropriate to consider using consultants, either for technical assistance or to assist with the facilitation of the public outreach process.

Project Management and Questions

The Staff Audit will be managed by Ann Wallas (8205) and David Levy (8272) within CPDS's Long Range Planning Division. Please contact either one of them for questions and/or comments.